This form along with a proposed site plan (is not required to be the final, engineered plan at this time), must be completed and sent back to planning staff no later than 2:00 PM the Friday before the Wednesday meeting. All information sheets submitted after this deadline will NOT be scheduled for the following Wednesday.

PRE-APPLICATION INFORMATION SHEET

Project Name:
Project Description:

Address(s):

Parcel #(s):

Applicant: Mailing Address: Phone: Cell: Email:	Owner: Mailing Address: (opt) Phone: (opt) Cell: (opt) Email:

1. **Do you plan to subdivide the property?**
2. **Do you plan to create impervious surfaces? This includes any gravel, concrete, asphalt or rooved areas.**
3. **Will you be constructing a state-maintained public road?**
4. **Will you disturb more than 20,000 sq ft (approx. 1/2 acres)? Approx. acreage disturbed.**
5. **Does the property have access to public water? Well?**
6. **Does the property have access to city sewer? Septic?**
7. **Do you propose any new building construction? (Yes/No) If so, please describe the structure.**
8. **Do you propose any additions, alterations, or demolition to existing structures? (Yes/No) If so, please explain.**
9. **Will the new business require hiring employees? (Yes/ No) If so, how many?**
10. **Will customers/clients be coming to this property?**
11. **Is food preparation, childcare, adult care, school, pool, or other regulated establishments proposed on the property?**
12. **Will hazardous chemicals be used or stored on the property? (Yes/No)**
13. **Do you propose to have landscaping, signage, or lighting on the property? (Yes/No)**
14. **What is your timeline for starting construction?**
15. **Please write a thorough description of your project with the end goal in mind:**

Chatham County Pre-application Meetings

Pre-application meetings offer prospective/existing business owners an opportunity to meet informally with permitting staff. Meetings are not required but are offered in an effort to make the permitting process as seamless as possible and provide feedback on preliminary proposals prior to document submittal. Staff is available to discuss rezonings, watershed protection, septics and wells, county water, building and fire code, permits that may be required.

Meeting times: Wednesday afternoons, excluding holidays, at 1:00, 2:00, or 3:00 pm (**the deadline to schedule a pre-app meeting is 2:00 PM Friday of the previous week) and time slots first come first serve. Location:** Virtual
Scheduling: Contact Karen Bonomolo at karen.bonomolo@chathamcountync.gov or call 919-542-8221

Below is a list of permitting process staff who regularly attend the pre-application meetings:

Angela Plummer, Planning Dept Zoning Administrator 919-542-8285 angela.plummer@chathamcountync.gov	Kimberly Tyson, Planning Dept Subdivision Administrator 919-542-8283 kimberly.tyson@chathamcountync.gov	Chandler Pippin Minor/Exempt/Expedited SubDiv. 919-542-8276 Chandler.pippin@chathamcountync.gov
Rachael Thorn, Watershed Protection Director 919-545-8343 rachael.thorn@chathamcountync.gov	Drew Blake, Watershed Protection Assistant Director 919-545-8394 drew.blake@chathamcountync.gov	Taylor Burton, Watershed Protection Stormwater Program Manager Stormwater, Riparian Buffers, Floodplain taylor.burton@chathamcountync.gov 984-214-1456
Justin Hasenfus, Watershed Protection Erosion Control Program Manager 919-545-8344 justin.hasenfus@chathamcountync.gov James Tiger, Env. Health Director 919-545-8316 james.tiger@chathamcountync.gov	Nathan Way, Env Health On-site Wastewater & Wells Supervisor 919-545-8311 Charles.way@chathamcountync.gov	Phillip Pappas Small Business Center Coordinator 919-545-8015 ppapp612@cccc.edu Lisa Morgan, Env. Health Food Establishments, Childcare, School Institutions 919-545-8309 lisa.morgan@chathamcountync.gov
Brandon Ancona, Central Permitting Interim Director 919-545-8346 Brandon.ancona@chathamcountync.gov	Kacey Hargrove, Central Permitting Supervisor 919-545-8474 kacey.hargrove@chathamcountync.gov	Building Insp. Supervisor
Billy Judson, Fire Marshal Fire Marshal 919-545-8342 william.judson@chathamcountync.gov	Kennedy Strowd, Fire Marshal Deputy Fire Marshal 919-542-8263 kennedy.strowd@chathamcountync.gov	Nicholas Kent, Tri-River Utilities 919-777-1102 Nicholas.kent@tririverwater.com
Michael Smith Economic Development 919-542-8278 michael.smith@chathamcountync.gov	Megan Emerson E-911 Specialist 919-545-8161 megan.emerson@chathamcountync.gov	Neha Shah, Pittsboro-Siler City CVB Tourism Director 919-542-8296 Neha.Shah@chathamcountync.gov
Tina Stone. Tax Administrator Tax Office 919-545-8404	Ben Rippe, Parks & Recreation Dept Trails & Open Space Planner 919-545-8553 ben.rippe@chathamcountync.gov	Justin Richardson NCDOT District 1 / Division 8 Asheboro 336-318-4000 jtrichardson@ncdot.gov

Pre-application meetings may also include other non-regulatory staff as needed.